

OFFICE MEMORANDUM

May 4, 1943

To: John J. O. Moore
From: Henry F. Halliday
Subject: Public Assistance Grants

Reference is made to the above referred subject matter calling for cash payment.

After date you are respectfully requested to route these documents to Arlo E. Myers, Audit Clerk in the Finance Audit Unit. After the vouchers are received by the Finance Section, the following steps of process must be taken in order, before payment can be made:

1. Examination by the Finance Audit Unit.
2. Registration by the Agent Cashiers Office.
3. Certification by Authorized Certifying Officer thereby giving approval for payment.

In view of the detail necessary before the vouchers can finally be turned over to the Agent Cashier for payment, we are forced to ask that you give us at least twenty-four hours to service these documents. The fact must also be appreciated that certain individuals responsible for a particular phase of the process by the Finance Section are often times involved with work of another nature requiring their undivided attention.

We are well aware of the difficulties that will be encountered by your office where people have arranged to leave the center at a specified time etc., but it is believed that you will be able to establish a policy that can be adhered to by most applicants. We are also well aware that there will be occasional unavoidable exceptions, but we are asking that these be held to a minimum. In those cases involving an exception to the rule, we ask that these vouchers be routed separately. All other vouchers will not be paid until the day following their receipt in the Finance Section.

May 4, 1943

To Case Workers:

According to a memorandum received this morning from D. E. Harbison, the following rules regarding the issuance of special foods are in effect at least temporarily.

1. All requests for special foods must be okayed by the Chief Medical Officer.
2. No raw foods will be issued from the mess halls due to rigid rationing instructions.
3. Any food issued will be handled through the Hospital.

This means that if we have a case in which the problem of special diet is involved, a memorandum should be sent over my signature directly to Dr. Carstarphen, who will see that the problem is checked into. If special foods are in order, prescribe the kind, the amount, and the length of the issuance and make arrangements for their issuance. It will be advisable to request Dr. Carstarphen to notify us by memorandum as to the disposition of any case in question. It also means there will be no more cash grants from this department for special diet. We can still, upon a request certified by Dr. Carstarphen, make cash grants for the purchase of medicine.

John J. O. Moore, Counselor